

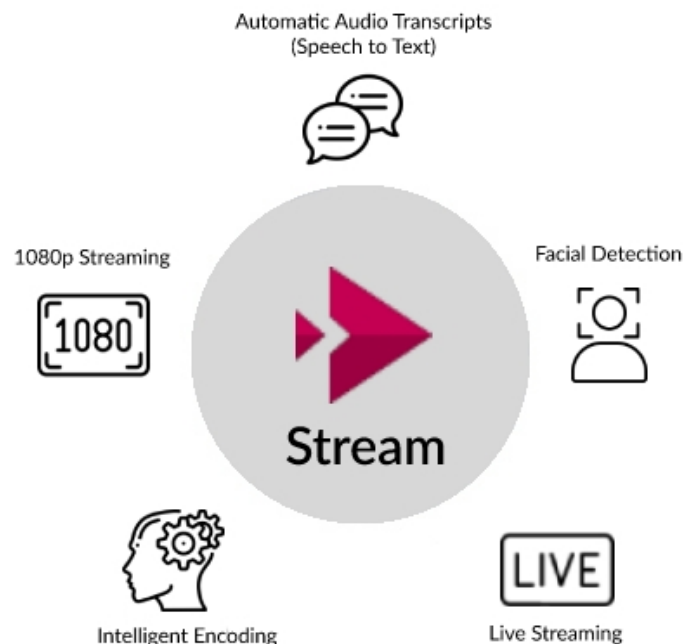
## EPA Stream Governance Plan

OMS/OITO/ECSD

As of 9/1/2020

The Office 365 Stream governance plan provides general usage guidance in compliance with existing agency policies and mandates in place. Existing overarching agency policies and mandates supersedes the guidance in this document where applicable, including formal media usage managed by the Office of Multimedia. This is a living document and will change overtime to adapt to the evolving cloud service and accommodate actual usage.

Stream is a video streaming service in the suite of Microsoft Office 365 (O365) suite of service offerings. Stream provides a rich video sharing experience for users to share videos, save meeting videos, generate video transcription files, trim video files and host Live Events. Stream is hosted in the Microsoft Azure cloud service and relies on Microsoft Groups for managing permissions.



*Figure 1: Stream Features*

Stream was introduced to the government community cloud (GCC) service in 2019 and has evolved since arrival. Many new features have been added to the service like live captions and transcription, AI facial recognition, analytics, improved permissions management and video quality enhancements. Like many other O365 services, Stream is tightly integrated with the suite of products and videos can be shared in SharePoint, Teams and Outlook emails.

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## Article I. Administration

### Section 1.01 Stream Admin Access

Stream admin access shall be granted to a limited and select group of users who are accountable for managing and configuring the Stream service. Stream admins include the Office 365 global admins, select Office of Multimedia and OMS IT stakeholders.

### Section 1.02 Recycle Bin Threshold

The recycle bin threshold percentage of total storage used by the recycle bin shall be set to 85%; this means when the recycle bin is 85% full, deleted videos in all user's recycle bins shall be permanently dispositioned to free up space.

### Section 1.03 Sprawl & Space Availability

Stream videos shall be retained for 30 days before it is automatically dispositioned.

Stream is not an official records management system and the video owner is responsible for moving video records to the appropriate records management system or to OneDrive, SharePoint and Teams for longer storage. Please note video transcription service is available only in Stream and is not carried over to other O365 services.

This policy will take effect once the Stream API becomes available in the service.

### Section 1.04 Data Privacy

The O365 global admins shall have access to run reports for eDiscovery, FOIA, audits and such events as requested by management for user activity; including but not limited to videos uploaded, accessed, groups the user is a member of, and comments left on videos in accordance with agency policies.

### Section 1.05 Departed Users

Departed user video content shall be replaced with a new video owner or stored in accordance with agency's records management policy.

## Article II. Microsoft Groups

Formerly O365 Groups

### Section 2.01 Groups Creation

End users shall have access to create Microsoft Groups for sharing videos.

### Section 2.02 Groups Disposition

Isolated Microsoft Groups linked only to Stream shall be dispositioned after 365 days of inactivity.

## Article III. General Usage

### Section 3.01 Content Creation

Content creation shall be enabled by default. Video owners may upload video content to Stream including Teams meetings that are automatically saved to their Stream account.

### Section 3.02 Channel Creation

Channel creation shall be disabled for everyone with the exception of select users from offices such as Office of Multimedia, IT Training and OMS IT stakeholders. Special requests may be sent to the Office of Multimedia for consideration and must be approved by the program office Communications Director or regional Public Affairs Director.

### Section 3.03 Transcription Service

Transcription service shall be enabled by default.

### Section 3.04 Teams Meeting Recordings

Teams meeting recordings shall be saved to Stream by default.

### Section 3.05 Spotlight Videos

Spotlight videos bring attention to certain videos on the Stream landing page and shall be managed by the Communications and Adoptions team.

### Section 3.06 Background Images

Background images in video recordings shall use pictures in accordance with organization policies; usage of EPA branded backdrops shall include pre-approved branded images or be approved prior to usage.

### Section 3.07 Screen Recording

Screen recording shall be used for work related activities and adhere to governance Section 2.08 background images.

### Section 3.08 Recycle Bin

Deleted videos shall be recoverable from the recycle bin within 30 days of deletion. After 30 days, or when the recycle bin threshold is met as described in Section 1.02 Recycle Bin Threshold, the video is permanently dispositioned, whichever occurs first.

### Section 3.09 Video Comments

Comments for videos shall be enabled by default. Video owners are responsible for managing and disabling comments as needed.

### Section 3.10 Code of Conduct

Stream Videos and comments shall adhere to existing policies.

## Article IV. Stream Live Events

Stream Live Events is a one-way live video broadcasting service and great for large audiences with over 250+ attendees. Unlike meetings, there is not a rich back and forth conversation experience. Stream Live Events is a full professional production experience that requires planning, technical knowledge and access to a third-party web encoder.

Although the Stream Live Events front-end is similar to Teams Live Events, the back-end setup is very different. Stream Live Events is not a one-click solution and this experience is not applicable for most live streaming experience. We recommend users continue to host Live Events in Teams.

### Section 4.01 Hosting a Live Event

Stream Live access shall be limited to the Office of Multimedia and OMS IT stakeholders. Offices with special circumstances may request to host a Stream Live Events by contacting the Office of Multimedia.

### Section 4.02 Training requirements

Live Event producers shall attend training prior to getting access to schedule and produce a Live Event broadcast session.

### Section 4.03 External Attendee Setting

External attendee shall be enabled by default. The meeting organizer can change the external attendee setting according to their requirements and limit the event only to org-wide or select groups and people.

### Section 4.04 Live Captions

Live captions during an event shall be enabled by default.

The following languages other than English are recommended: Spanish, Chinese and French.

### Section 4.05 Background Images

See general use Section 2.08 regarding background image usage.

### Section 4.06 Transcription Service

Transcription service shall be enabled by default and is available for viewing after the event concludes.

### Section 4.07 Live Event Recordings

Stream videos shall be retained for 30 days before it is automatically dispositioned, see section 1.03 Sprawl & Space Availability.

### Section 4.08 Web Encoder

The third-party web encoder software shall be a solution approved for EPA use.

## Article V. Document Life Cycle & Records Management

### Section 5.01 Records Management & Disposition

Stream videos shall be retained for 30 days before being automatically dispositioned, see section 1.03 Sprawl & Space Availability.

Stream is not an official records management system and the video owner is responsible for moving video records to the appropriate records management system or to OneDrive, SharePoint and Teams for longer storage. Please note video transcription service is available only in Stream and is not carried over to other O365 services.